



MARICOPA COUNTY
invites applications for the position of:
Assistant Director Community Development

An Equal Opportunity Employer

OPENING DATE:	12/19/13
CLOSING DATE:	Continuous
DEPARTMENT:	Human Services
JOB TYPE:	Unclassified/Full-Time
LOCATION:	Phoenix, Arizona
SALARY:	\$69,700.80 - \$90,064.00 Annually

POSITION OVERVIEW:

Plans, coordinates & directs the activities of The Maricopa Home Consortium, the Urban County Community Development Block Grant (CDBG) & Home Programs, the Maricopa Fair Housing Program, and the Weatherization Program.

1 st Review of applications January 2, 2014.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

Bachelor's degree in Business or Public Administration or related field and six (6) years of professional experience in program administration to include at least three (3) years of managerial and/or executive level experience.

Preferred education and/or experience:

Master's degree in related field. Supervision in housing and grant management.

Knowledge, Skills, and Abilities:

Must have comprehensive knowledge of techniques & procedures relating to grant application & reporting; knowledge of principles & practices of procurement & contractual management; knowledge of principles & practices of management/supervision. Knowledge of the principles and practices of public and social service administration; principles and practices of social service program planning and delivery; principles and practices of personnel and budget management. Funding resources for project grants. Federal, State, and local laws, ordinances, rules, and regulations related to social service programs. Must possess excellent interpersonal skills and a mentoring management style. Must be skilled in building coalitions of support and resolving conflict. Position requires strong negotiating skills. Must have knowledge of public and private sector cultures and motivational cultures. Position requires multitasking skills in a fast paced environment.

Specialized training, certifications, or other special requirements:

Knowledge of CDBG & HOME Programs.

NOTE: Must complete background check and fingerprint identification upon hire to successfully secure DPS Fingerprint Clearance Card.

Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)

ESSENTIAL JOB TASKS:

Provides overall administrative and program direction for the Community Development Division including budget and financial management. Manages the planning, implementation and reporting of the Community Development Block Grant (CDBG) and HOME Program. Provides guidance/technical assistance to Consortium members; the Consortium planning, reporting, and financial activities and chairs the Maricopa HOME Consortium. Manages and supervises the weatherization program and staff. Coordinates the monitoring activities. Interfaces with elected and appointed officials of local governmental jurisdictions. Provides guidance, technical assistance, & administrative support to the Community Development Advisory Committee (CDAC). Administers the Maricopa County Fair Housing Program. Develops the Department's strategic goals and operational/budget objectives. Plans, organizes, & directs work assignments of CD staff. Interfaces with national, regional, & local HUD

representatives and national, state, and local elected officials regarding statutory, regulatory, and legislative issues. Interfaces with federal, state, and county auditors. Ensures compliance with all applicable laws, and policies. Supervises & monitors the implementation and contract administration of projects funded through the CDBG and HOME Programs. Develops and maintains effective inter-departmental working relationships. Supervises and participates in the preparation of applications for funding from the federal government. Maintains records of activities & provides performance reports; participates in the analysis of CD needs & the evaluation of projects submitted for funding.

SELECTION PROCEDURE:

The hiring authority will interview and select the successful candidate based on departmental needs.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<http://www.maricopa.gov/jobs>

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST,
excluding holidays)

hrfeedback@mail.maricopa.gov

Job

#220ASTDIRCMDVL121913

ASSISTANT DIRECTOR

COMMUNITY

DEVELOPMENT

LP

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Assistant Director Community Development Supplemental Questionnaire

- * 1. Please identify your highest level of education COMPLETED.
 - ☐ Doctorate degree.
 - ☐ Master's degree.
 - ☐ Bachelor's degree.
 - ☐ None of the above
- * 2. Do you have at least six (6) years of administrative/executive experience including grants management and supervision responsibility?
 - ☐ Yes ☐ No
- * 3. If you answered 'yes' to Question #2, please BRIEFLY describe your years of administrative/executive experience including grants management and supervision responsibility.
- * Required Question